Requesting Army Defense Travel System Read-Only Access

All special access requests must be completed electronically and digitally signed. The e-mail message containing the request must be submitted to armyroarequest@dfas.mil using digitally signed e-mail. The Army Defense Travel System (DTS) read-only access (ROA) request form is available at the DTS-Army Web site at (http://asafm.army.mil/offices/FO/DtsArmy.aspx?OfficeCode=1500).

Special access requests are approved on **a 6-month basis**. If there is still a need for special access at the conclusion of the 6-month period, an new request must be submitted.

ROA request in support of centrally billed account reconciliation must include the DTS organization code(s) for each supported organizations so that access is granted for the specific supported organization(s) only. Defense Travel Administration (DTA) can assist in determining what DTS organizations are supported using the DTA Maintenance Tool (*Organizations > View CBA List*). Care must be taken so that the appropriate organizations/sub-organizations are correctly listed in the request.

Request from Army Personnel

Department of the Army (DA) personnel requesting DTS ROA must electronically complete and submit a Army DTS ROA request through their Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) DTS point of contact (POC). Requests from Headquarters Department of the Army (HQDA) personnel are submitted through the HQDA DTS POC. If the HQDA, ACOM, ASCC, or DRU DTS POC concurs, the request is submitted for review and approval. Contact information for HQDA, ACOM, ASCC, and DRU DTS POCs is available at the DTS-Army Web site at http://asafm.army.mil/offices/FO/DtsArmy.aspx.

The HQDA, ACOM, ASCC, or DRU DTS POC will be notified of the approval or disapproval of the request and the expiration date of the access, if approved.

Requests from Army users for ROA within their own DTS hierarchy are administered by the HQDA, ACOM, ASCC, or DRU DTS POC.

Request from Non-Army Personnel

Non-Army personnel requesting Army DTS ROA must electronically complete, digitally sign and submit a Defense Travel Management Office DTS ROA request through the DTMO Customer Service Branch at roarequests@dtmo.pentagon.mil

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for processing. When received and processed, the Army ROA Administrator will contact DTMO Customer Service concerning the approval or disapproval of the request and the expiration date of the access, if approved.